

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** ADMINISTRATIVE ASSISTANT

**Date:** 04/13/99

**FLSA Status:** Nonexempt

**Class Code:** 7-8

### GENERAL DESCRIPTION

The primary function of this position is to perform advanced administrative and clerical work within the department.

### KEY RESPONSIBILITIES

1. Carries out assignments as instructed or uses own initiative to carry out assigned duties.
2. Assists in budget preparation and monitoring budget control.
3. Coordinates the daily administrative operations of the office.
4. Composes and types necessary correspondence for signature.
5. Maintains all purchase orders, processes invoices, orders supplies, keeps inventory records, processes the opening and distribution of all office mail.
6. Maintains the Director's calendar, schedules appointments, makes travel arrangements, and prepares time sheets.
- 7.\* Files, updates, compiles and prepares department reports.
- 8.\* Answers phone inquiries from clients/visitors and directs them to appropriate department/individual.
9. Takes and transcribes minutes for meetings as necessary.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> ADMINISTRATIVE ASSISTANT	<b>Class Code:</b> 7-8	<b>Position Level:</b> 7
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<b>KEY JOB REQUIREMENTS</b>	
<i>Education:</i>	H.S. Diploma or GED required.
<i>Experience:</i>	5 to 7 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Involves no responsibility or authority for the direction of others.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.

<b>APPROVALS</b>		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

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On this date I have received a copy of my job description relating to my employment with  
Monroe County.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ADDENDUM

CAFRS087

<b>Position Title:</b> Administrative Assistant <b>Department:</b> Fire Rescue	<b>Class Code:</b> 7-8	<b>Position Level:</b> 7
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### ADDITIONAL KEY RESPONSIBILITIES

1. Receives, reviews for accuracy and completeness, performs data entry and retrieval functions, maintains records, and corresponds to records requests for all fire rescue response and fire investigation reports.
2. Works closely with ambulance billing contractor and collection agency in providing necessary data, processing write-off requests, balancing monthly reports and other issues that arise.
3. Works closely with our Internal Audit Department to perform monthly audits of ambulance billing.
4. Analyzes and manipulates data, writes queries and generates reports using two or more different software programs specifically used for fire rescue data collection and reporting.
5. Performs online data entry and/or downloads data quarterly to Department of Health, State EMS Division to comply with mandatory pre-hospital reporting requirements.
6. Works closely with Assistant Fire Marshals in completing Fire Investigation Reports, written communications, and providing other administrative support as necessary.
7. Assists other Administrative Assistants in processing contracts, renewals, purchases, agenda items, special projects, copying, filing, and other duties as needed.

### APPROVALS

*Department Head:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Division Director:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*County Administrator:*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_